



## Intervale Center

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## Internship Guidelines

Updated 12/09

### Introduction to the Intervale

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The Intervale Center supports financially viable and environmentally sustainable agriculture. We manage 354 acres of farmland, nursery, compost production, trails, and wildlife corridors along the Winooski River in Burlington, Vermont, and we share what we do and what we learn with others around the state and throughout the world.

*Our mission is to develop farm-and land-based enterprises that generate economic and social opportunity while protecting natural resources.* Our goals are to grow viable farms, preserve productive agricultural land, increase access to local, organic food, compost and other soil amendments, and protect water quality through organic waste management and stream bank restoration.

We achieve this through our seven program areas:

#### 1) Intervale Center Office and Administration

The Center's home and gateway to the Intervale.

#### 2) Intervale Conservation Nursery

A local source for native trees and shrubs for stream bank restoration.

#### 3) Intervale Gleaning Project

Gleaning is the harvesting of extra produce donated from local farms and distributing it to those in need. Gleaned food is distributed to local social service organizations including the Chittenden Emergency Food Shelf.

#### 4) Intervale Consulting

A way to share our experience with others working to strengthen local food systems around the world.

#### 5) Intervale Farms Program

Creates opportunities for new farmers by leasing land and facilities to small organic enterprises.

#### 6) Success on Farms

Works one-on one with farmers throughout the state to help strengthen their businesses and increase revenues.

#### 7) Food Hub

Works with the community to identify emerging market opportunities for Vermont farmers. The Food Hub also runs a multi-farm CSA.

### **What can interns expect from working with the Intervale Center?**

Interns working with the Intervale Center can expect the following from their internship: hands-on job experience; an opportunity to learn skills and knowledge that can't easily be gained in a classroom; job training and experience working in a professional environment; and finally if the intern's performance is exceptional, the Intervale Center may provide a professional reference for the student.

Internships provide the opportunity for students to take responsibility in our daily program operations, providing valuable real-world experience. At the same time, the Intervale Center receives critical support to improve the quality and scope of our program delivery.

### **Requirements of Interns:**

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In order to make expectations transparent, we have detailed the minimum requirements for interns working with the Intervale Center. All interns must agree to honor the following:

- 1. Academic Credit:** Most internships at the Intervale Center are unpaid. However, in order for our interns to be fully invested in their experiences, we have found it essential that they receive academic credit for the unpaid internships. All interns need to apply for and receive academic credit for their experience if they are applying for an unpaid internship. Credit may be available for the paid internships as well; please discuss this with your supervisor.
  - 2. Independent Work:** Intervale Center staff will work with students to design and plan an internship which suits a student's academic needs but the learning process must be largely self-guided. Asking questions and being actively engaged is critical to receiving the most out of your internship.
  - 3. Scheduling:** Interns must be able to devote time to the internship in four hour blocks, during normal working hours, Monday through Friday. 8-hour days are preferable but we understand that they are not always possible. The intern's time commitment will be set at the beginning of the internship and consistent throughout the semester unless otherwise arranged in advance. Beginning and end dates of the internship will also be set with your supervisor at this time.
  - 4. Attend an Intern Orientation:** Interns will be required to attend a two hour orientation on a Saturday before the start of their internship. In this time, students will gain a basic understanding of how the Intervale Center operates and will have the opportunity to meet other interns and work study students. This is an excellent time for students to acquire background for their projects.
  - 5. Progress Monitoring:** Interns will meet individually with their supervisor at least once a week (or as determined necessary by the intern and supervisor) for 15-30 minutes to discuss the progress of the internship. At that time, interns will have the opportunity to ask questions not covered elsewhere, to reflect on educational needs, and to provide feedback to his or her supervisor.
  - 6. Final Evaluation:** At the end of the internship, the supervisor must have the opportunity to provide an evaluation for the performance of their intern. This may include assigning a grade to the intern. Interns must complete a written evaluation of their internship in order to assist the Intervale Center in its on-going development of the internship experience.
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## Application Process:

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1. **Resume and Cover Letter:** Please email your resume and cover letter to Sara Novak at [sara@intervale.org](mailto:sara@intervale.org). Please make sure you write the name of the internship in the subject line of your email.
2. **Interviews:** Interns must go through an interview with Intervale Center staff after submitting a professional resume. We receive many applications for internships each semester and the interviews are intended to make sure that we make the best match between our needs and the educational needs of the student.
3. **Proposal for internship:** Interns must direct their own application for credit, if applicable. However, they must submit their proposal to their supervisor before applying for credit to ensure that both the student and the Intervale Center can fulfill the commitments outlined in the proposal. This must be completed and approved by the intern's supervisor before the start of the internship. The internship is not guaranteed until the student receives final approval of the proposal from the Intervale Center and approval for academic credit by their university or college. Even if interns are not required by their school to submit a proposal, we will not accept interns without a written proposal.

Upon acceptance of the proposal by the Intervale Center and the student's academic advisor, the internship can begin.